

Minutes
Langham Parish Council (LPC)
Recreation Ground and Open Spaces
Meeting 28th September 2022 7pm

Attendees: Cllr Thorpe, Cllr Palmer, Cllr Ogawa, Bob Schofield
Attendance: Cllr Bottwood, Carol Harbach Clerk
No members of the public present.

22/055 Introduction by Chairman of the Committee
Cllr Thorpe welcomed everyone to the meeting

22/056 Welcome and Apologies for Absence
No apologies were received.

22/057 Declaration of Members Interests
None raised. Any declarations may be brought up if they occur through the meeting.

22/058 Agree Minutes from the last Recreation Ground meeting 4th July 2022.
Bob Schofield name was missing as an attendee at the last meeting, this was added to the draft. These were agreed as a true and accurate account.
Proposed Cllr Palmer seconded Cllr Ogawa all agreed.

22/059 Matter's arising from the last meeting.
Bonfire – on agenda
Fun Run – on agenda
CBC donated tree – update where to place this was discussed and will ongoing for next agenda. Bob Schofield thought that the parish does not need another one in the village.

22/060 Public Open Forum (maximum 10 minutes)
Questions to be noted and answered at the next meeting.
No public present.

22/061 Planting of containers around the village
Gigaclear – discussions are ongoing with Gigaclear. Gigaclear will provide the funding for the plants but they have concerns with the plants that had been suggested as they are a fast-growing shrub which will need to be maintained regularly. The parish council will not undertake the maintenance of this and this will be relayed to the resident concerned, unless he would like to take on the maintenance of this himself. Cllr Thorpe will talk to resident and this will be ongoing.
Pots at Shepherd corner – Bob Schofield will contact the person who will purchase the plants and compost needed to update these pots and they will be reimbursed when receipts are received.
Cllr Thorpe will look at the gateway entrance to village at Birchwood Road regarding vegetation growth.

22/062

Update on Play area

Cllr Palmer now has 3 quotes for the play area which are Kompan which is £113,000 also a quotes for £12,000 for a zip wire, ESP £99,999 – wet pour of old area needs to be added. Wicksteed quote is £121,497. These were discussed and a marking plan will be given to all the committee to fill in and the overall score will give the results to see the preferred option. The Clerk will enter the scores in to one sheet and bring back to the committee to make a final decision.

This needs to be completed by the committee quickly as there is a Finance and Full Council meeting next week. Ideally a recommendation needs to go to both these committee from this committee as this needs to get started soon. The document produced for the preferred supplier will go to the committees. This will be an evaluation of the process, the companies concerned, and the marking sheet will produce the preferred supplier to recommend to the council.

22/063

Update on Bonfire event

There was a meeting last week and the cost of tickets are £7 per adult and £4.50, for early bird £6 adult and £4.00 for child. On the gate £10 per adult and £5 per child all monies on the gate will be via the sum up machines. 10 - 12 will be purchased. A current sum up machine will be used and has been checked.

The previous bonfire events and recent plans were discussed, these started with discussion on how traffic would be getting on to the field.

The parkers will not know who has and has not got tickets.

2 marquees will be up which will funnel people in to both sides, one for prepaid tickets one for payments.

Fencing will be put in place to get these into the 2 lanes.

The fencing will be start from the middle of the tennis court to end of tennis courts to make a gate of entry.

Volunteers and stewards are being organised to cover the car park and stewarding will be also at the gates.

The size of the marquees was discussed and agreed to funnel the visitors into the ticket area.

There is a website that will go live tomorrow with a website domain ticket system which cost £15. The question was asked why this is not on the Parish Website. The link will also be put on to the Parish Website for easy access.

It was explained that to collect the money on line you need to hire a company to collect the money for you, who are “Event nights” who have a 20% charge. There is a mark-up of 1.5% on the sum up machines. It is likely that there is going to be around 900 to 1000 people at the event.

Comparison prices for tickets of other local fireworks displays were given by Cllr Palmer. Langham prices are in the same area for costings.

There will be a meeting for the suppliers before the event and a separate meeting for the volunteers held by Cllr Palmer.

The sum up machines are £16.99 each and the money is in the budget for these and they will then be parish property and put on the asset register. The committee will be providing the H&S Risk Assessment for this event. This will be given to the Clerk 1 week before the event takes place. The area for parking and fireworks, etc were discussed and noted. The lights are stored and will be checked for use by qualified electricians before the event. Lights were hired before of tall floodlights from Whitehall Road these will be contacted after it has been checked what we have got already. There will be a live band on the night as well. The Clerk requested a list of suppliers/band etc for PLI A Security and medical team are booked the cost is £180 for the security and £300 for the medics.

The Bonfire will put up earlier in the week before the event and the committee has enough people to cover this. TENS Events licence is sorted and received. The Profit * Loss spreadsheet is working on the Advanced tickets sale of 500 on a worse scenario. The catering stalls visiting are paying £525 in advance for the night. £3,500 sponsorship has been obtained. The expectation of an out lay of £1000 on stalls and £3000 at bar. The bar is on a sale and return basis. Cost total so far are expected to be £8,340. Bar and ticket sales were discussed and ticket numbers will also be printed on to the tickets. A map and timetable of the event will be produced and circulated. Clerk to check with LCC for the hire that has been booked so the council can know what the electricity charge is likely to be for the suppliers that are using the electricity from the box near the tennis courts. It was noted that the LCC toilets will be used as well and the door to the main hall locked so it can only be accessed from outside.

- 22/064** **Summer village event**
Cllr Ogawa would like to do a summer event with an international feel and also involve the Basque children in the summer event. This may be involved in a possible Coronation event. This is ongoing and ideas will be brought forward. Next Agenda.
- 22/065** **Budget for Recreation Ground**
Councillors will look at the budget in more detail and this will be discussed further at the next meeting.
- 22/066** **Open Spaces Maintenance**
On next agenda
- 22/067** **Tree audit**
This was explained by the Clerk and this will be put to the finance committee for next year budget.

22/068 Telephone box on Stratford Road
This needs to be repaired and Cllr Thorpe will see if she can locate someone to look at this.

22/069 Request for funds from Finance Committee

Play area funds will be requested once the play area analysis has taken place this week. The Enovert request for payment of 10% to release the grant will also be put forward to the finance committee for this to go ahead.
The boundary dispute – the finance committee will be asked to finance a legal fee out of the budget as an extraordinary thing.
There has been contact with Essex Legal Services (ELS) regarding this. They could undertake this on behalf of the parish council. Clerk to send note sent by Chris Graves and details to ELS and to obtain a quote.

22/069 Items for the next Agenda
See above
CBC Tree donation
Open Spaces Maintenance

22/070 Time and date of next meeting
17th October 7pm

22/071 Closure of meeting
Chairman closed the meeting at 9:28pm

Signed

Cllr Thorpe

Date